



U.S. Department of the Interior
"To-Be" Trust Business Model
Process Template

Title: Record Approved Title Document

Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)

Process Number

O.4.1 _____

1. Process Definition *Provide an overview of the process and define its starting and ending points*

1.1 Starts With	Receipt of an Approved Title document into the LTRO queue.
1.2 Process Overview	This process records all approved Title documents that produce income or encumbers the land over one year in duration. The Title document is received into a queue from the originating office in electronic format, reviewed by the examiner to determine if it is a recordable document and, if it is, recorded. If it is not a recordable document the originating office is notified of the corrections needed.
1.3 Stops With	Recordation of the document.

2. Trust Business Objectives *Identify the Comprehensive Trust Model strategic goals and business objectives to which this process contributes.*

Goal/Objective
Goal 2: Tribal self-governance and self-determination that increase participation in managing assets
Goal 3: Ownership information that is accurate, timely, and reliable
Objective 3.1: Surveys – Establish accurate and current surveys to ensure correct boundaries for trust individual and tribal lands and any resulting revenue distribution.
Objective 3.2: Probate and Estate Administration – Consistently prioritize and quickly resolve probate and estate administration cases effectively to meet asset management and beneficiary service requirements.
Objective 3.3: Title, Realty, and Administrative Information – Develop, maintain, and make readily available accurate and current asset ownership and administrative information that is managed to professional fiduciary standards.

3. How should Beneficiaries be involved in this process?

Beneficiary Involvement



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4. Organizations, Offices and Roles. *Identify the DOI organizations and related roles that should be involved in performing the process.*

4.1 DOI Organizations. *Identify the DOI organizations, offices and individual roles that contribute to this process.*

DOI organizations include the Office of the Secretary, BIA, OST, BLM, MMS, OHA, OSM among others.

Offices include Central Offices, Regional Offices, Agency(Field) Offices, etc.

All individual roles that contribute, in a significant manner, should be identified.

Organization	Office	Role	Contribution
BIA	Varies		Review by title examiner and Record an approved title document.
BIA	Conveyances		Provides conveyance documents affecting Title.
Office of Trust Adjudication	Regional		Issues final probate decision affecting Title.
Tribes	Applicable Tribal office.		For compacted and contracting Tribes that have assumed this responsibility, the Tribe performs all DOI functions except those considered inherently federal.
BLM	Cadastral Survey		Provides surveys
BIA	LNRUM		Generates documents that encumber Title e.g. leases, permits and ROW.

4.2 External Organizations. *Identify the non-DOI organizations that support the execution of or contribute to this process.*

External Organization	Contribution
Banks	Provide mortgage documents.



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- 5. Event(s)** Identify the events or conditions that start the process. Describe each event and indicate the frequency (daily, monthly, quarterly, etc.) in which each event is expected to occur. An event may be an external interaction (a beneficiary submits an application), the expiration of a period of time (a lease is due to expire in 90 days), or the realization of some pre-defined threshold (an IIM account reaches the automatic disbursement threshold).

Event	Description	Estimated Frequency
Receipt of an Approved Title document.	When the line official approves a title document (electronic) it is transferred to the LTRO.	

- 6. Inputs and Outputs.** Identify and describe all inputs and outputs related to this process. Inputs are information or materials used during the execution of the process; outputs are materials or information produced by the process.

6.1 Inputs

Input	Description
Approved Title Document	Receipt of an approved title document at the LTRO for review by a title examiner and recording.

6.2 Outputs

Output	Description
Recorded Title Document	Recorded title document is released to update integrated data for Title/Ownership.



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7. Fiduciary and Legal Obligations and Controls

7.1 Obligations

Identify and describe the legal and fiduciary obligations that impact this process. For each obligation, indicate the document or commitment that defines the obligation and the citation (paragraph or section) within the document that pertains to this process.

Obligation	Source	Business Impact
25 CFR 150	CFR	Regulations that govern land title maintenance.
36 CFR 1234	CFR	Electronic records
44 USC 3301	USC	Federal records defined
25 USC 6	USC	Authority of the Secretary to maintain a record of deeds executed by any Indian, his heirs, representatives, or assigns which requires the approval of the Secretary of the Interior.

7.2 Controls

Identify and describe any controls (enforcement mechanisms) that may be used to ensure that the process adheres to obligations and internal process requirements. Controls may be reviews, audits, segregated duties, etc. Indicate the reason that each control should be introduced (name the obligation that a control is intended to enforce; indicate any controls required to ensure consistency or reliability).

Control	Reason	Description
Comparison of the incoming document queue to the recording log	To ensure that all approved title documents in the queue have been examined and recorded.	Approved title documents are cross-checked with the recording log.

8. Mechanisms (Systems of Record)

Identify the mechanisms, or systems, that are needed to support the process (ex: Ownership, Leasing, Workflow Management, Office Filing System, etc.). Indicate the information and activities, relevant to this process, that each system supports.

System Name	Support
Integrated Data	Information system containing all trust data.
Imaging Equipment	To image/microfilm documents of all hardcopy files at the submitting offices.



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9. Inter-Process Relationships *Identify other trust processes that are related to this process (either predecessors or successors). If applicable, indicate the condition under which the processes are related.*

9.1 Predecessors. *Predecessors are processes that either produce information required by this process or that result in the need to execute this process.*

Process No.	Name	Condition of Relationship
UM.2.6	Approve Land Use Contract	Electronic receipt of land use contract from the line official for recording into the Title database.
O.1.5	Close Transaction	Send an approved conveyance document for recording.
O.3.2.4	Finalize Decision	Probate decision that authorizes ownership changes.
O.2.7	Distribute Survey Services Information	Accurate land descriptions in the land status record system.

9.2 Successors. *Successors are processes that either use information produced by this process or that must be executed as a result of performing this process.*

Process No.	Name	Condition of Relationship
O.4.2	Receipt of Recorded Title Documents and Update Title	After recording an approved title document the Title Database is updated.
UM.2.6	Approve Land Use Contract	If the land use contract is not recordable it is returned to LNRUM for corrections.
O.1.5	Close Transaction	If the conveyance document is not recordable it is returned to Conveyances for corrections.
O.3.2.4	Finalize Decision	Administrative modifications done by the LTRO are sent to the deciding official. More complex modifications are forwarded to the deciding official for completion.



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10. Comments *Summarize any discussion, problems, issues or recommendations that should be considered when reviewing process performance. Category Values (Note, Best Practice, Decision, Problem, Issue, Recommendation)*

Category	Comment
Check list for conveyance document review	<ol style="list-style-type: none">1. Grantor Name(s)2. Grantor ID No. (if applicable)3. Grantee Name (s)4. Grantee ID No. (if applicable)5. Document Date6. Approval Date7. Proper Legal Description (For example: QTR/QTR & Sec/Twp/Rge (if it is surveyed lands), does legal match the acreage for example: NWNW = 40.00 acres, etc.).8. Fractional Interest being conveyed (i.e. deeds)9. Notary Acknowledgement10. Approving Official's Signature (Regional Director or Superintendent).11. Witness Signature(s), if applicable12. Supporting Documents attached such as plats (for ROWs)13. Approval Authority (citation).14. Beginning and ending dates (on leases/permits, if applicable).15. Check document for white out.16. Does Grantor name match signature.17. Failure to initial any changes made.18. Is the document an original, certified copy, copy, electronic form or image with authentic or electronic signatures?